Add favorite, frequently used forms to the Forms & Data Widget- for easy access, add and organize forms in My Forms.
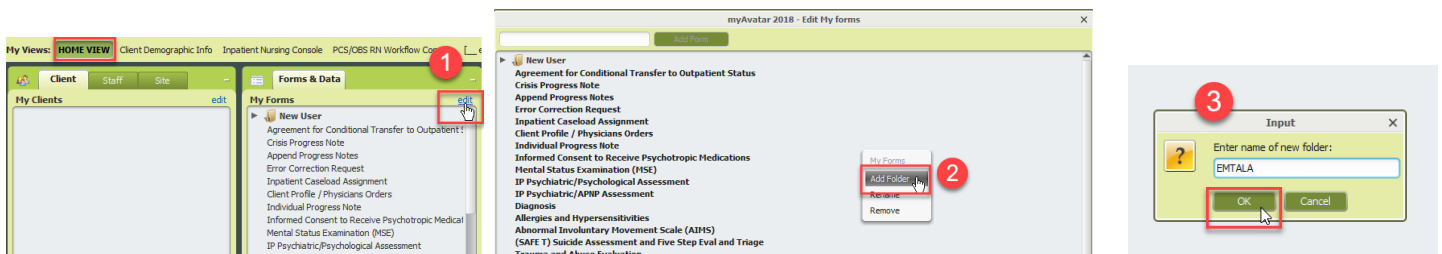
1. From the Home View, click edit in the Forms & Data widget.
2. Add a folder to group forms together; right-click anywhere in the white space and select Add Folder.
3. Enter a name for the folder and click OK.

The folder is added to the bottom of the list of forms. You can move the folder to the top of the list or anywhere in between by left-clicking the folder and dragging and dropping the folder. **Note- move and save the new folder and re-enter 'Edit My forms' before adding forms to the folder.**
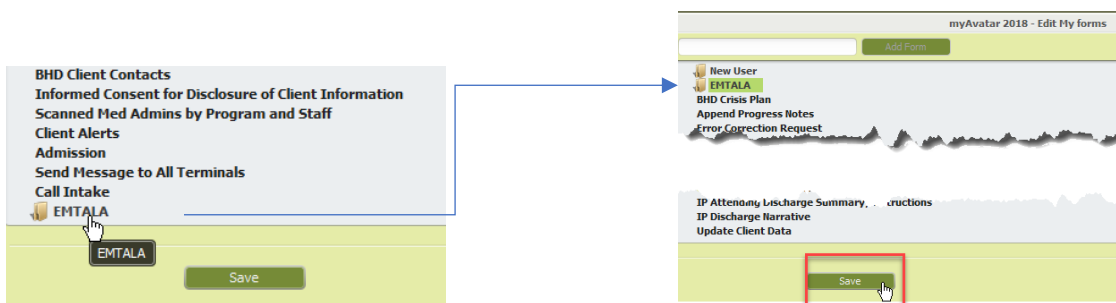
With the folder selected (**highlighted**) add forms:

1. Enter the name or part of the name in the box.
2. Double-click on the appropriate form.
3. Click Add Form.

The form is added to the folder. Repeat steps above to add other forms to the folder. Click Save.

The new folder and forms are saved to the Forms and Data widget.